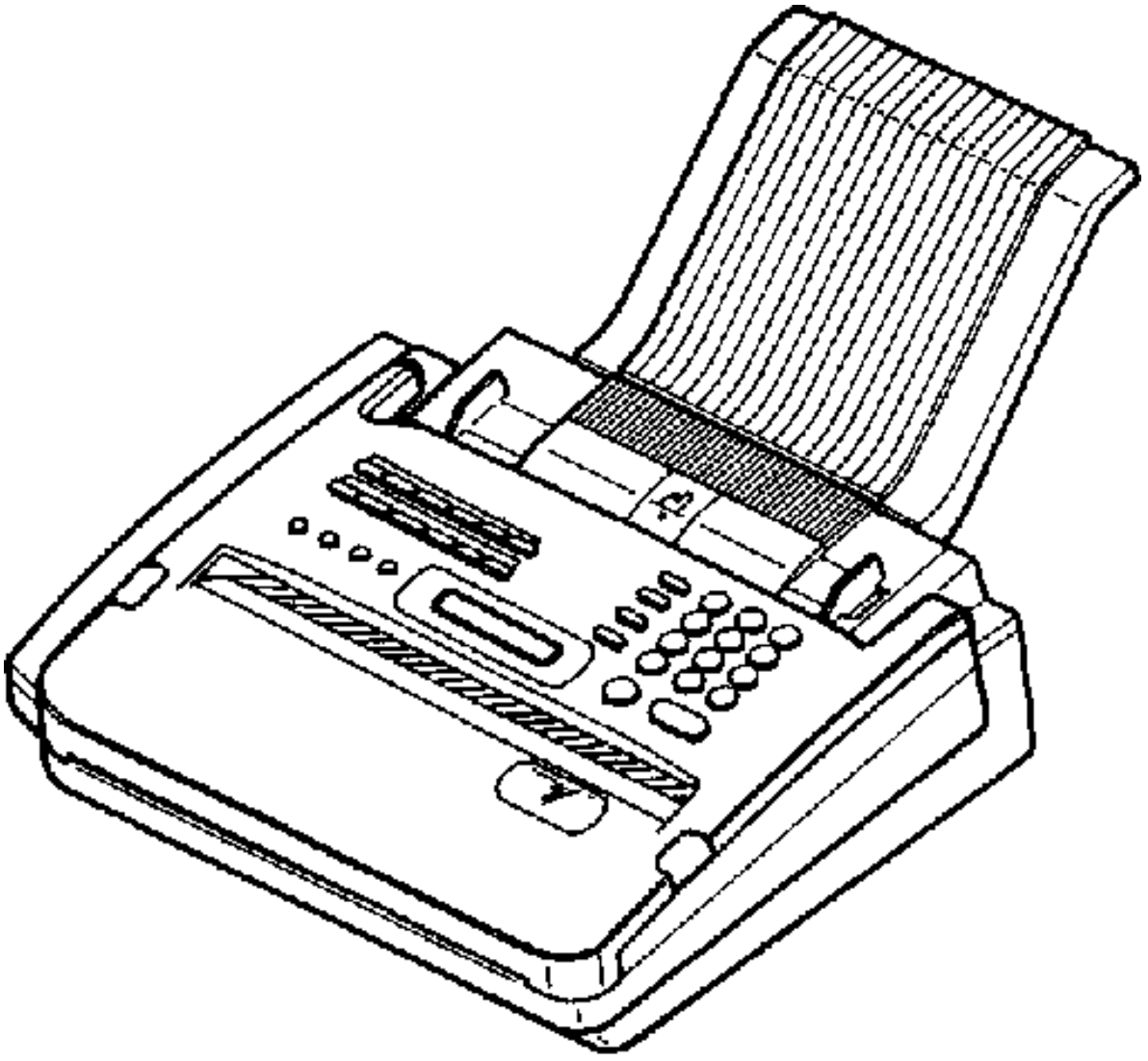
TOSHIBA FAX

TF P21

Instruction manual



TOSHIBA

Contents

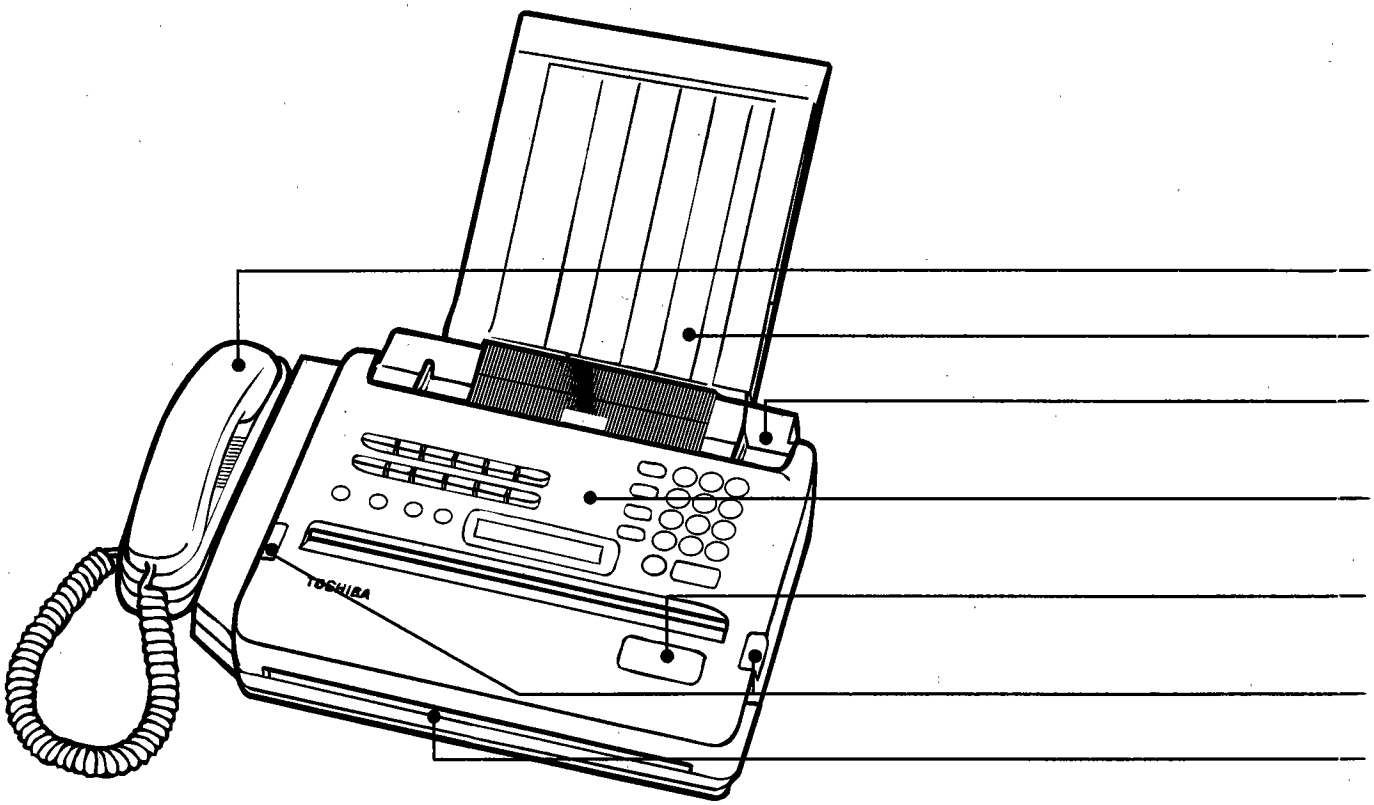
Part 1: Introducing your TOSHIBA TF P21 2
Unpacking, installation 6
Connecting your fax machine 7
Sending a message, brief description 8
Function displays 9
Setting the machine, menu selection: language 10
Standard settings, date and time 11
Standard setting, receiving fax messages, cancelling reception, call request . . 12
Document quality, handling documents, copying 13
Standard dialling procedures, interrupt call, automatic redial 14

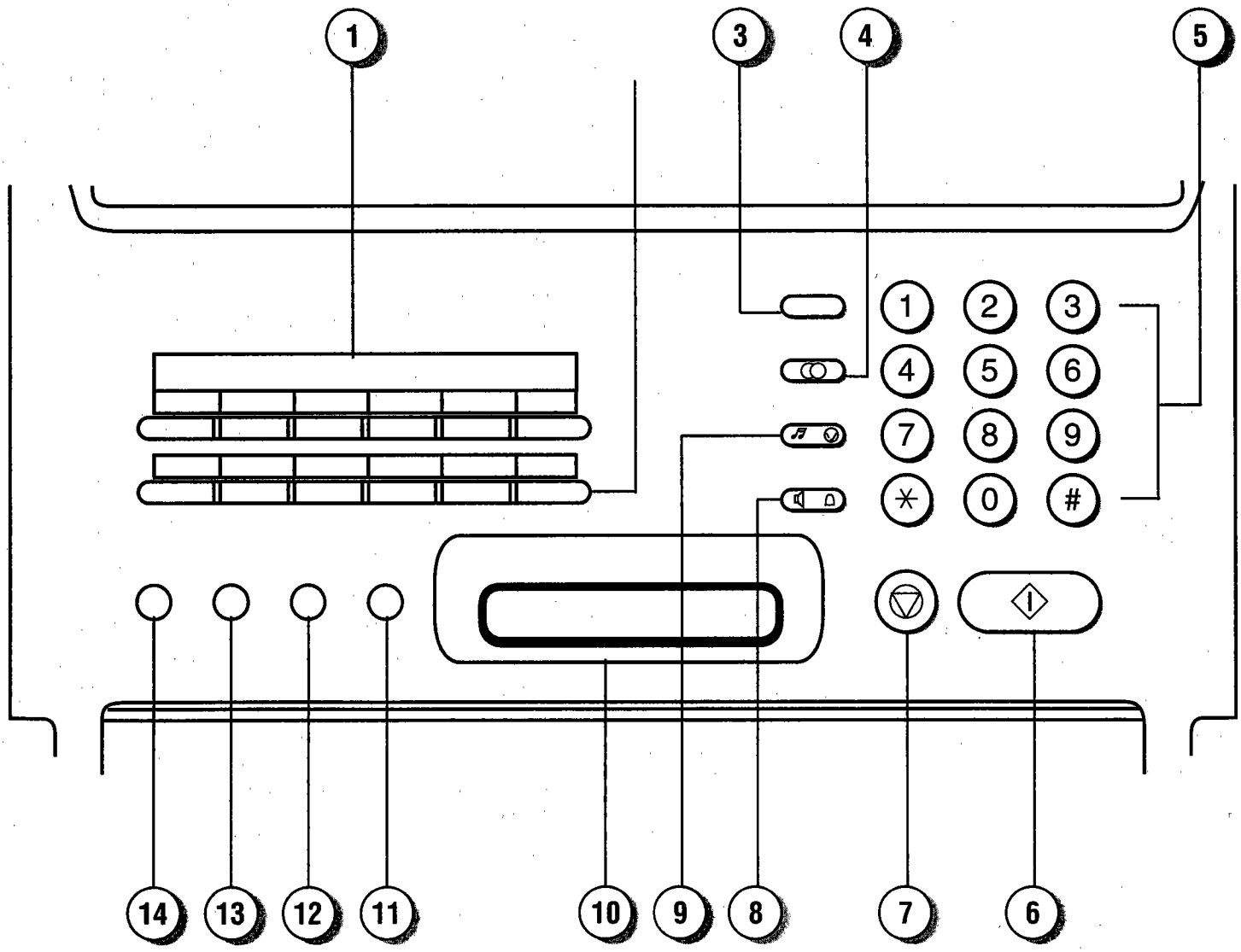
Part 2: Functions for advanced users 15
Abbreviated dialling, one-touch dialling, storing numbers and names 15
Storing, modifying and deleting abbreviated numbers and names 16
Abbreviated dialling, one-touch 17
Resolution and contrast, copying 18
Terminal ID 19
Polling 20
Setting the ring-delay in Tel/Fax mode 22

Part 3: Even more possibilities 23
Useful lists: transmission and reception journals 23
Useful lists: telephone number list, functions list 24
Test mode, service over the telephone 25

Part 4: Troubleshooting 26
Troubleshooting 26
To prevent your serviceman coming for nothing ... .
Troubleshooting, cleaning the fax machine, improving transmission quality 29
Mercury button 30
Notice for connection to the telecommunication system 32

Part 5: Glossary 33


TOSHIBA


1
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Control panel

— Handset (not approved for use in some countries outside the UK.)

— Document support

— Document guide

— Control panel

— Paper view window

— Release buttons to open operator control panel.

— Manual cutter for recording paper

1 **ONE-TOUCH DIALLING – Keys 1-12**
Press the relevant key: your fax machine will send documents to the fax number stored.

2 **MERCURY KEY (ONE-TOUCH-KEY ´12´)**
Use this key to send the document using the Mercury Service. Note: you must program your machine with your unique Mercury number before using it.

3 **ABBREVIATED DIAL KEY**
Press this key before calling up any of the abbreviated dialling numbers stored.

4 **REDIAL**
Immediately redials the number if the machine is waiting to automatically redial.

5 **DIAL KEYPAD**
This is used to dial telephone numbers and to enter comands into the machine. You can also select characters with the * and # keys.

6 **START**
Initiates the sending, receiving and copying functions.

7 **RESET KEY**
Used to stop the unit doing an operation or to clear an error display.

8 **HOLD/PAUSE**
This key has two functions. If you press it whilst holding a telephone call the caller will be put on hold. The hold function will be cancelled when you press the key again. If used when entering telephone numbers this key will insert a pause in dialling.

9 **CALL**
Press if you wish to ask the receiver to speak to you after fax transmission

10 **LCD DISPLAY**
Displays messages about the operating modes of your fax machine.

11 **FUNCTION/NO**
Press this key to select menu items or reject settings.

12 **RCV. MODE/YES**
With this key, you can choose between 3 receiving modes and confirm settings.

13 **CONTRAST**
Before sending or copying, you can select the optimum setting for reproduction of light, normal and dark documents. The grey setting gives good transmission or allows you to copy photos and drawings.

14 **RESOLUTION**
To send a copy, select a normal, fine or super fine resolution with this key.

Have fun with your new fax machine!

This instruction manual introduces you as briefly as possible to all the necessary functions of your new fax machine. For your convenience, let´s first take a look at the contents.

[redacted] From page 6

Introducing your TOSHIBA TF P21

An introduction with practical exercises. Afterwards, you´ll have mastered all the basic functions, including how to send and receive.

[redacted] From page 15

Functions for advanced users

Familiarize yourself with the great potential of your Toshiba TF P21. In return, the machine will offer you a high level of convenient operations.

[redacted] From page 23

Even more possibilities

Additional functions, technical lists and service over the telephone.

[redacted] From page 26

Troubleshooting

Tips and checklists, how to eliminate faults, how to take care of your machine.

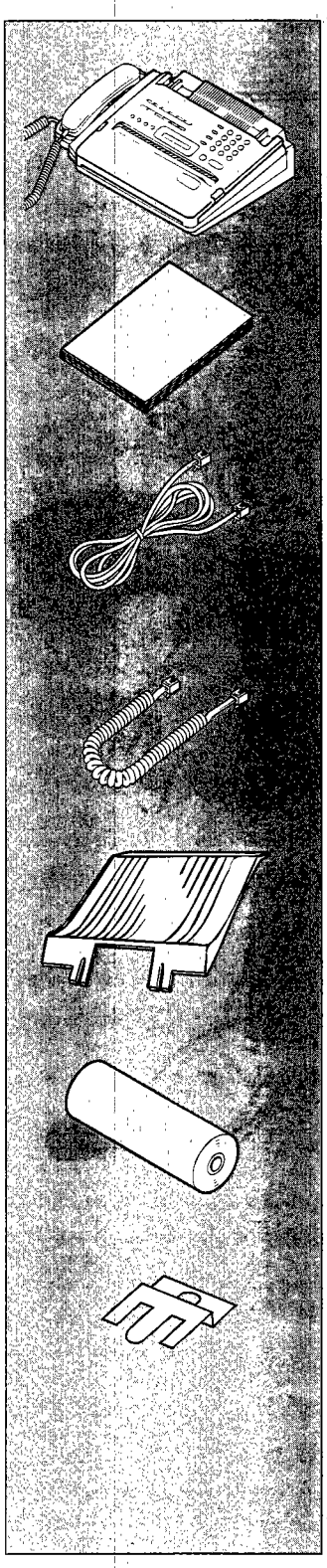
[redacted] From page 33

Glossary

You´ll find a description of all functions at a glance. You can take your time and read these later and set them up to suit your needs.

Important...

When unpacking your fax machine, please check that all parts shown here are present and in perfect condition.



1. Fax machine
2. Instruction Manual
3. Telephone cable
4. Power cable
5. Document tray
6. Sample roll of recording paper
7. Jack cover and screw

If anything is missing or damaged please contact your dealer immediately.

Get ready...

The correct location for your fax machine is easily found:

- near a 240 V AC socket*
- near a telephone connection, ideally with a single line reserved for your fax machine.

Do not place your fax machine too close to a radio or television set as they can generate electrical noise.

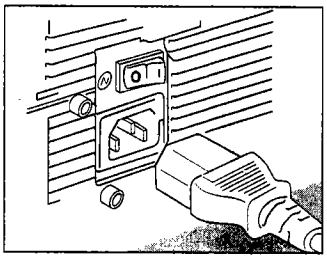
* No equipment with high power consumption (such as a photocopier) should be connected to this main supply.

Please protect you machine from:

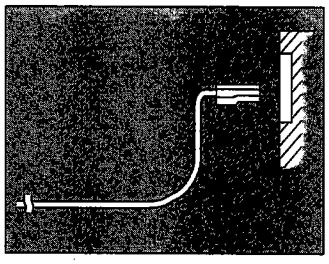
- direct sunlight,
- dust,
- vibration,
- heat,
- humidity.

Get set...

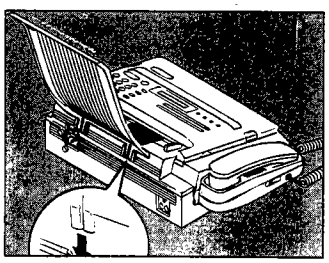
Connecting to the mains/telephone supply.



Connecting the AC power
You will find the mains connection and the ON/OFF switch on the back of the machine.

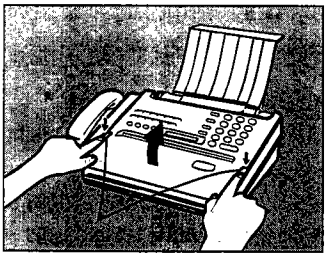


Telephone connection
Connect your fax machine (LINE jack) to the telephone socket.

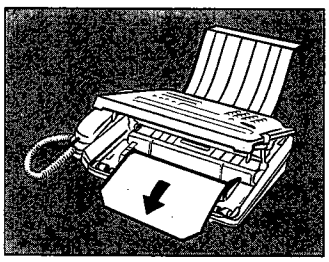


All that remains to be done....
Insert the document tray, as shown.

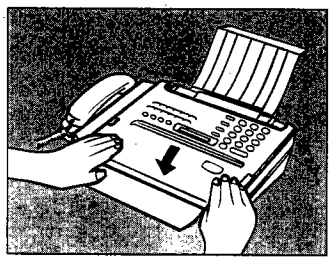
How to insert the recording paper :



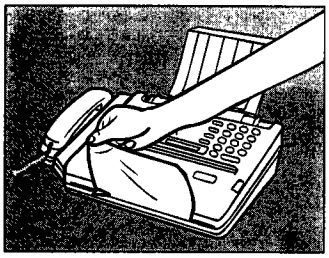
Open the operator control panel
Press both the release buttons, as shown: The cover opens.
Remove the protective strip in the paper compartment. Be careful to avoid damaging the print head.



Insert the roll of recording paper
The roll should be inserted so that the paper can be easily pulled forward from the top of the roll.



Close the cover
Pull the end of the paper out a couple of centimetres. Press down firmly on both sides of the operator control panel to lock it into place. If the panel is not closed correctly, you'll hear a tone.



Press START
The machine will feed out some paper. If you do not press START, the paper will feed out automatically after 3 minutes.
You can now tear off the paper and read the message printed out: READY

If the paper does not move or there is no message printed out, please check whether the machine is switched on or whether the paper has been loaded in the wrong direction.

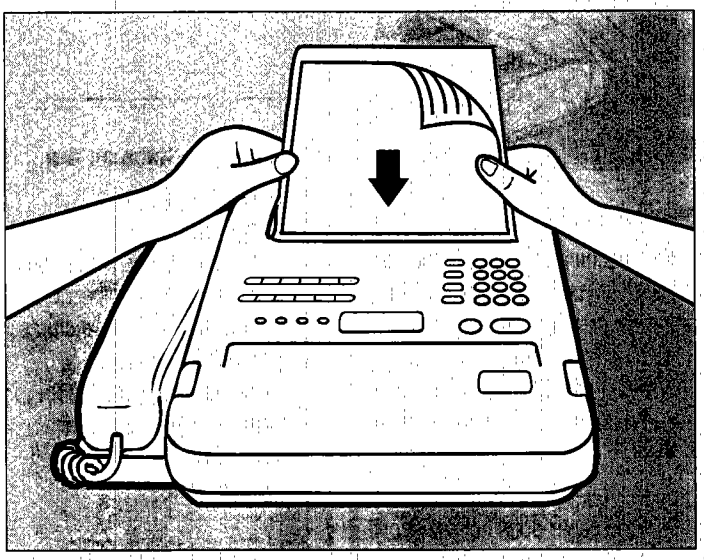
A word of advice on the recording paper supplied.
The quality of the paper used will have a great impact on the incoming text or pictures produced by your fax machine. Therefore, we recommend you use original TOSHIBA paper – 30 m roll, 1/2 inch core.

You should store recording paper in a cool, dry place, away from sunlight. Thermal-sensitive paper can fade with time. If you need a permanent record you should photocopy the document.

...Go!

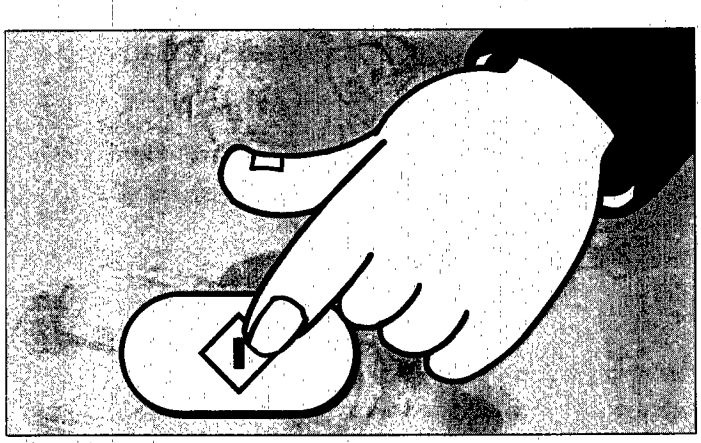
Good news: We´re ready to send our first fax

Its easy from the word GO! For your first transmission, take an A 4 sheet with legible print.
Please turn to page 18 for information on the correct setting for your exact documents e.g. pictures.



1. Load the document *
Place the sheet face down on the document tray. Adjust the document guides to the edges of the sheet. After 2 seconds, the machine will draw the document in automatically about 2 cm.

2. Pick up your handset and dial the receiver´s fax number.**
When the receiving machine answers with a tone, you just have to ....



3. ...press Start
First, the machines exchange information with each other. After a few seconds your document will be transmitted.
A signal tone tells you that transmission has ended.

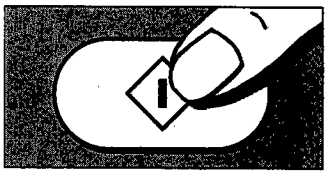
* Make sure you remove any paper-clips, staples or similar objects otherwise you may damage your fax machine.
**Turn to page14 for a description of easier methods of dialling.

What have you done?

When preparing, dialling and sending your first fax message, you probably noticed that the display changed with almost every step.

The LCD display in the middle of the control panel...

...is your monitor for all operations performed by your fax machine. Already when loading the document, it displays information on the loaded document. For example:



After you pressed START you saw the display

In day-to-day operations, the control screen displays the current date and the mode set. For example:

This means: Your fax machine is on standby to automatically receive incoming fax messages.

If you wish to readjust your machine or make modifications to certain functions, your fax machine will even ask you questions and require decisions.

Can your fax machine talk?

Not quite!, but your fax machine gives you suggestions in the form of menus. However, you can only see the current line of the list of suggestions. Like this:

LISTS?

ABB. NUMBER-ENTRY?

ID?

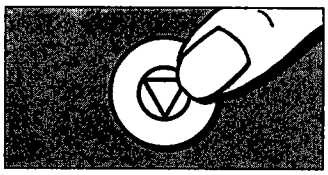
You can only see what appears on the display. The rest of the list remains in the background. Shortly you will learn exactly how this works in a practical example. Something you should know first: When making your decisions, you always have the choice of two keys:

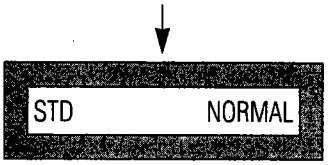
With

you reject a suggestion, with

you accept a suggestion offered by your fax machine.

If you have "dialled" the wrong number, press RESET to return you to the beginning of the menu.





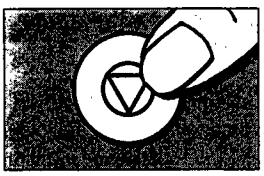
The control screen displays the message that the machine is on standby again.
From here, you can start selecting from the beginning of the menu again.

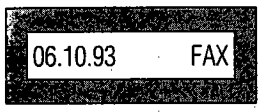
Selecting any function from the display

The principle of the menu selection is self-explanatory once used. EXAMPLE: Set your fax machine to the language in which you wish to communicate. You will probably select English. To do so:

06.10.93 FAX	Start selecting from the menu. The display indicates the standby mode.
FUNCTION	By pressing FUNCTION, the first suggestion from the list appears.
LISTS? NO ABB. NUMBER-ENTRY NO INSTALLATION (FAX)? NO OPTIONS? NO TEST? NO	To reject a suggestion, press NO until the required suggestion appears on the screen.
LANGUAGE?	You accept the suggestion by pressing YES.
SELECT LANGUAGE?	You should also accept this suggestion: YES.
ENGLISH? NO FRANCAIS? NO ESPANOL? NO PORTUGUES? NO	You are now in the language selection menu. Reject by pressing NO...
ENGLISH?	...until your language shows on the screen. Confirm with YES and your machine returns to...
06.10.93 FAX	...the standby mode.

Did you enter the wrong selection?
With RESET you return to the standby mode.



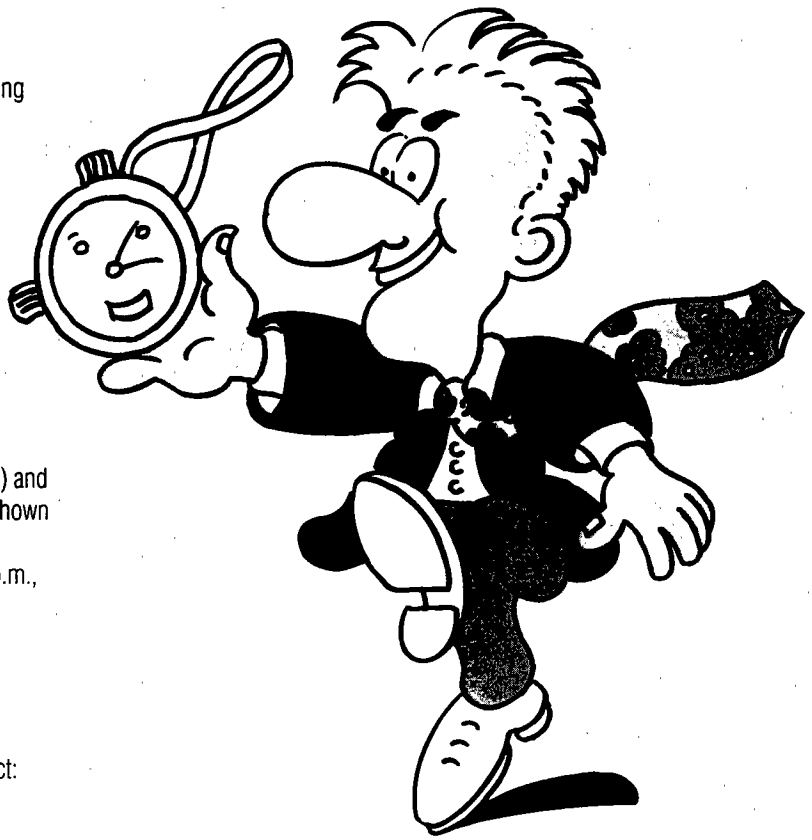


Did you notice anything? Some keys on the control panel have two functions. This should not confuse you. In this case when answering a question the answer can only be YES or NO.

Let´s stay with the system and set the date and time

Since the language has been set, the main menu and all the lists of suggestions are now in English. We set the date and time in the same way: All outgoing and incoming messages are then given the current date and time.

06.10.93 FAX	On the display: the standby mode.
FUNCTION ○	Press FUNCTION...
LISTS? (NO)	...To reject a suggestion, press NO until the required suggestion appears on the screen.
ABB. NUMBER-ENTRY? (NO)	
INSTALLATION (FAX)?	
●	Confirm your entry
SET TERMINAL I D? (NO)	Reject...
EX. TYPE= 000000_ ●	Confirm your entries by pressing YES
SET DATE & TIME?	
●	Confirm...
TT-MM-JJ-HH:MM	
(NO)	Enter the time (24-hour format) and date according to the pattern shown on the screen. For example, to enter 12th March 1993, 3:30 p.m., you press: 1203931530
120393_	
●	Confirm that the entry is correct: YES.



Any typing errors can be deleted by pressing NO.

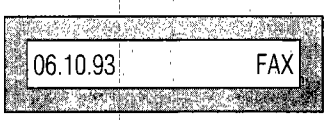
Switch to receiving mode

Your fax machine offers you three possibilities for receiving incoming calls.

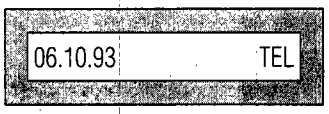
If you wish to change the receiving mode, you press

RCV. MODE

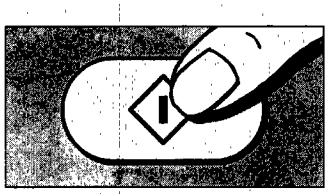
until the required setting appears on the display. There are three modes to choose from:



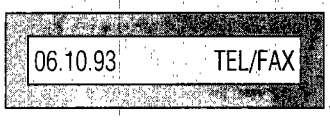
Automatic receiving mode
Your machine treats all incoming calls like fax messages. Written fax messages can reach you at any time: Callers wishing to speak to you will hear only the fax tones.



Manual receiving mode*
When the telephone rings, you have to pick up the receiver.
– If you hear the tone from a fax machine, press START and the message will be printed out.



– If a caller is on the other end of the line, you can talk to him. Press START only if your partner wishes to send you a fax.

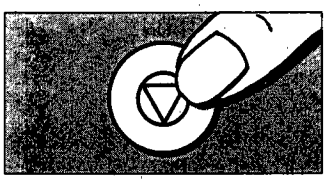


Automatic receiving mode
Your machine is capable of distinguishing between a caller and a fax machine on the line. Fax messages are received automatically. If it is a normal call, you will hear a second ringing signal via the fax machine. To take the call, pick up the receiver.

* Valid for integral handset only. In the other case you have to pick up the external handset.

Do you wish to cancel reception?

You can stop an ongoing reception at any time. To do so, press the RESET-key.

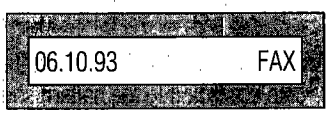


Your machine will then query this on the display:

If you answer with

you will receive the following information

Then, the display will show that the machine is in standby mode again:



To make enquiries: Call Request

During a communication of a fax message, you can tell the remote party that you wish to speak to him. To do so, use

CALL

appears on your display.

- After the communication ends, the remote machine sounds the call signal for 15 seconds.
- If your partner lifts the handset the call signal is generated on your machine. Now pick up the handset and immediately speak to your partner.
- If your call is not taken by the remote party, your fax machine switches back to the standby mode.

You wish to cancel the call request?
Just press CALL again.

Error message
Ignore the error message "31" in the communication journal. It always appears after call request is used – regardless the communication result.

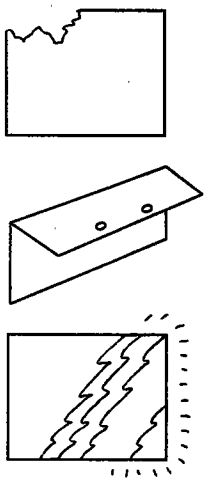
Document type and quality

The following table gives you an idea of which documents your fax machine can handle:

		Single sheet	2 or more sheets
Document size	max	216 mm (W) x 1000 mm (L)	216 x 297 mm = A 4
	min	148 mm (W) x 100 mm (L)	
Effective scanning width		210 mm	
How many sheets can be load at one time?			up to 5 sheets A 4 size
Thickness of paper		0,05 to 0,25 mm	0,06 to 0,12 mm
Quality of paper		uncoated on both sides	

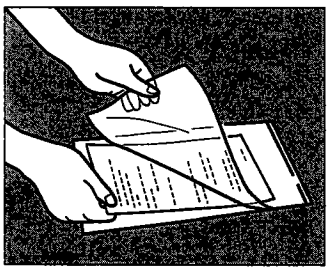
Note:
- Documents longer than 297 mm should be loaded manually.
- If you load several sheets at one time, they should all be the same size and quality.

Problem documents ...
may not feed. This applies to
- torn, wrinkled or damp pages
- folded pages or pages with holes
- transparent pages or pages with a smooth, shiny finish
- textile or metallic documents



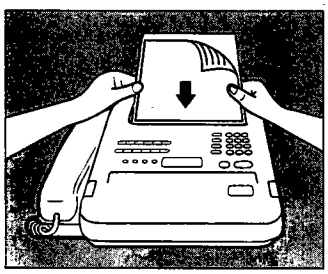
There are two ways of avoiding this problem:

...by photocopying or using a carrier sheet
Your TOSHIBA dealer can supply you with the necessary carrier sheets.



Here´s how to use the carrier sheets
Place your document, faceup, on the carrier sheet under the transparent cover. Carrier sheets can be used like normal documents except for one restriction: Only one carrier sheet can be fed at one time.

How to load documents correctly
Remove any paper-clips, staples and similar objects before sending the document. Now place your documents on the document tray – up to 5 at one time – as shown.

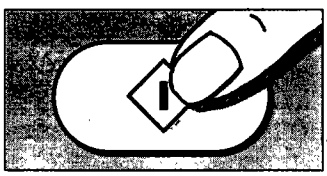


Automatic document feeder
Most important: Only the document sheets placed facedown on the document tray can be read. If you can still read your text, you´ll be sending empty pages or the backs of pages! Adjust the document guides to the edges of the sheets. After 2 seconds, your document will be pulled straight in by about 2 cm.

The first message- Everything OK?
As soon as the fax machine has pulled the document in slightly, a message appears on the display:

This gives you the current resolution and contrast settings for transmission. Here: standard resolution and normal contrast. If you wish to modify the settings, please refer to page 18.

Take a copy
To check the result of your selection, you can take a copy of the document which is still in the document feeder. All you have to do is press START.



Ensure the handset is on the hook, otherwise the copy facility is not available.

Please dial

There are four different ways of dialling on your fax machine. First, we describe the standard dialling procedure for fax machines with and without integral handset.

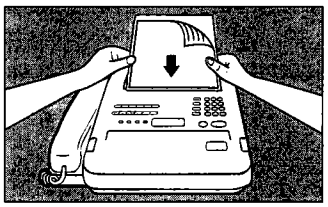
On-hook dialling and sending (Not available in UK)

To telephone

Press MONITOR. The CONTROL SCREEN shows

ON HOOK

To send document



Load document

Over the built-in loudspeaker, you'll hear first the dialling tone and, after dialling, the ringing tone.

Dial your partner's number on the DIAL KEYPAD.

0123456

Is the number correct?

If you have made a typing error, press MONITOR and start the procedure again.

If the receiving party answers, pick up the receiver and speak as usual.

Before sending you can delete the incorrect digits with NO and reenter.
If your partner answers, ask him to switch his machine to the receiving mode.
As soon as you hear the whistling tone, press START. The CONTROL SCREEN shows

ON LINE

Your machine reports successful transmission with a tone and returns to the standby mode.

06.10.93 FAX

If:

COMMUNICATION ERROR

appears, first delete the display with RESET.
Turn to page 26 for tips on how to deal with communication errors.

When this procedure becomes habit, this will become as easy as off hook dialling.

If you do not pick up the receiver, your fax machine will cut off the connection after 5 minutes.

When the call ends, your fax machine returns to the standby mode.

06.10.93 FAX

Redial*
If the number you dialled is busy, you can instantly redial by pressing

REDIAL

and the display shows:

DIALLING

followed by the number you previousley dialled.

* Redialling is not possible if you have pressed STOP.
Automatic redialling takes place after a fixed time.

The Hold key

If you wish to interrupt a voice call, press

HOLD

This is confirmed on the display

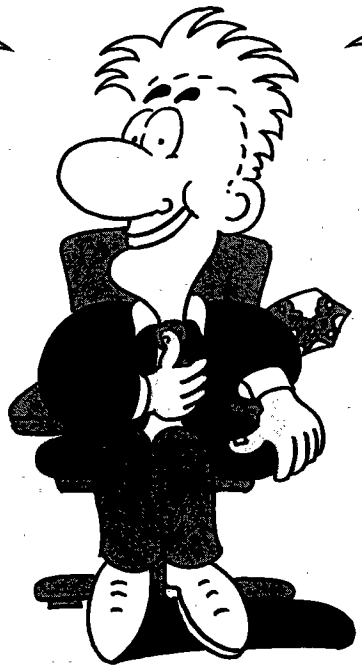
ON HOLD

- The caller will hear music.
- You can replace the handset during the interruption. When you want to return to the caller just pick up the handset.
- After 3 minutes a tone will sound to remind you the caller is ON HOLD.
- If you do not pick up the handset now, the connection will be cut off.
- If you wish to return to the caller and you have not replaced the handset, press HOLD a second time.

Dialling for advanced users

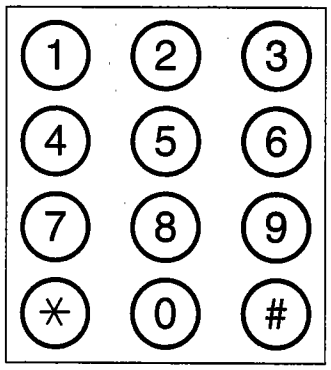
You can store frequently used numbers in your machine for use at any time.

Abbreviated dialling: A great help!
You can store up to 50 abbreviated numbers. Instead of dialling the whole number, you just have to enter the relevant 2-digit abbreviated code.



One-touch dialling: Even more convenient!
Your fax machine reserves its one-touch keys for the abbreviated numbers 1-12. To dial, all you need to do is press the relevant key.

How to store numbers* ...
For full programming details see on page 17.
When the display asks you to enter digits, use the DIAL KEYPAD on the control panel.



...and names
You can also select characters from the dial key pad e.g. for receiver names (ID). To do so, two character sets are available to you:

LIST 1: A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z,

LIST 2: 1,2,3,4,5,6,7,8,9,0,",#,&,´.(,),*,-,.,/,:,=,Ä,Ä,Æ,Ö.Ü,

These character lists, however, remain in the background. At the entry point on the display, you´ll see a flashing character on the display instead of the list.

*** Key**
takes you forward in the invisible character table, e.g. after pressing this twice, the letter C flashes.

"1" Key
use the "1" key on the dial keypad to toggle between List 1 and List 2.

 # Key
takes you backwards through the character table.

- If you wish to store the selected character, press START.
- You can cancel input errors with NO.
- When the name is complete, store it with YES.

*If you wish to programme pauses, e.g. for overseas numbers, between the STD code and the subscriber number, press PAUSE Key.
This enters a 3-seconds pause. Pauses are shown on the display as hyphens.

Spelling a name

ID=**A**	**A** flashes on the display. The * key takes you forward in the alphabet. Keep pressing until **T** flashes. Confirm this with START.
ID=TOSHIK**A**	When practising with other letters, a typing error crept in. Delete K by pressing NO.
ID=TOSHI**A**	By pressing the * key once, flashing A becomes flashing **B**. Confirm with START.
ID=TOSHIB**A**	Now all you have to do is confirm the flashing **A** with START. Is the complete name now correct? To confirm the entire entry, press YES.

Abbreviated numbers: Storing...

Storing...

06.10.93 FAX	On the display: the standby mode
FUNCTION	Press FUNCTION:
LISTS? (NO)	reject...
ABB. NUMBER ENTRY?	
(=)	Confirm entry.
ABB. NUMBER= (01-50)	Enter the 2-digit code for the required abbreviated number (1-50) e.g.: 01
ABB. NUMBER= 01	If necessary, delete digits with NO and enter correct number.
(=)	Confirm entry.
TEL=_	Enter the telephone number on the dial keypad.
TEL=1234_	If necessary, correct with NO.
(=)	Confirm entry.
ID=_	Enter the receiver´s name. This is not necessary but advisable.*
TOSHIBA	If necessary, correct the name beforehand.
(=)	Confirm entry.
ABB. NUMBER= (01-50)	Now you can store, modify or delete other numbers and names.

* You do not wish to store receiver name?
When this message appears on the display and you do not wish to store any name press YES. In this way, you confirm to your fax machine that no receiver message will be displayed.

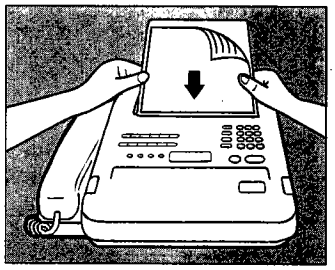
... deleting and modifying

TEL=1234_	
(NO)	Press NO to clear the complete number.
5432_	Enter the new number. If necessary, correct with NO.
(=)	Confirm entry.
TOSHIBA	Does the receiver´s name remain the same? If you have to modify it, press NO. If it is unchanged, press YES.
ID=_	If you have selected NO, enter the new name. If necessary, correct. In any case:
(=)	Confirm entry.
ABB. NUMBER= (01-50)	Now you can work on other numbers and names.

Storing was really worth it!

This is how you make use of abbreviated dialling

You have up to 50 telephone numbers in the abbreviated dialling memory. It is very simple to dial one of those numbers.



Load the document
Don´t forget: the printed side must be facedown.
The document is fed in automatically and the display shows:

STD NORMAL

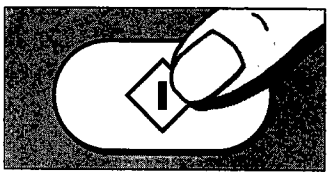
Do you wish to modify resolution or contrast? If no....

ABB. NUMBER= (01-50)

Press ABB. DIAL

ABB. NUMBER= 01

Call up the storage location*
Enter the code of the abbreviated number (1-50) e.g.: 01



Press the key:
START!

TOSHIBA

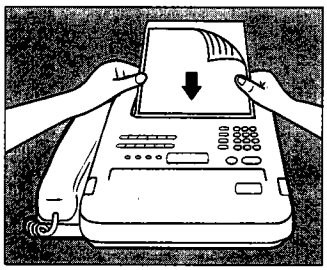
The subscriber´s name
is displayed if you have stored it. If not, the telephone number appears...

...It´s as simple as that.

The fax machine now automatically dials and sends the document.

Dialling by pressing just one key: one-touch

The abbreviated numbers 1-12 are assigned their own one-touch key on the display. Press this once and your fax machine takes all the work out of dialling.



Load the document
Don´t forget: The printed side must be facedown.
The document is fed in automatically and the display shows:

STD NORMAL

01

Now:
Just press the one-touch key: e.g. 01

TOSHIBA

The subscriber´s name * appears on the display for 2 seconds.

* If you dialled an abbreviated number by mistake or pressed a one-touch key which has no stored telephone number, your fax machine will give you the message.

NUMBER NOT LISTED

Enter the correct abbreviated number or use another one-touch key.

Adjusting resolution and contrast

Even in the standard setting...

STD	NORMAL

...your fax machine provides high-quality transmission or copying of your documents. However, you can adjust the settings for your specific documents.
The correct resolution – i.e. the number of pixels per milimeter – is selected according to the following general rules.

STD: for documents written by hand or typed

FINE: for documents with very small print such as newspapers, diagrams

SF: for documents with very small detailed illustrations

Grey: for photos or colour documents

The following contrast settings are available:

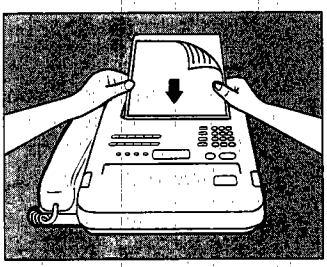
NORMAL: for print and pictures which are easy to distinguish

DARK: for documents with very dark contrasting print

LIGHT: for low-contrast illustrations, documents written in pencil or drawings

Selecting resolution and contrast

You wish to reset the resolution?



Load the document face down, on the document tray.

STD	NORMAL

On the display: the standard setting. The machine indicates the settings that will be used for the next document.

STD

FINE	NORMAL

Keep pressing MODE until the required setting from the selection list appears on the display, e.g.: FINE

SF

GREY

If you have reached the end of the list, the selection scrolls to the beginning.

Note:
The resolution setting SF (Super Fine) is only available if the receiver´s fax machine can handle the TOSHIBA SF mode.

...and now contrast?

NORMAL

DARK

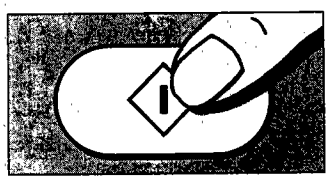
Now keep pressing CONTRAST until the required setting from the selection list appears on the right of the display.

FINE	LIGHT

e.g.: LIGHT

What about a copy?

Vary the RESOLUTION and CONTRAST settings until you achieve optimum results for the various documents. Press START



COPY

Ensure the handset is on the hook, otherwise the copy facility is not available.

It is not possible to select the STD setting when copying. Your fax machine copies instead in the FINE mode.

Your name at the top

Send your fax messages with your terminal ID. This can comprise of your (company) name and your fax number including the international country code. There is room for 20 characters and 20 digits each.

Here´s how to set your terminal ID

FUNCTION

LISTS? (NO)

ABB. NUMBER ENTRY? (NO)

INSTALLATION (FAX)?

●

SET TERMINAL ID?

●

ID=_

There is room for 20 characters for your name
The characters are entered on the DIAL KEYPAD. Please turn to page 15 for an explanation.
If you do not wish to enter a name but just your telephone number, press NO.
Is the name complete?

ID= TOSHIBA EUROPE

●

Confirm with YES.

TEL=_

Do you wish to enter the international code?
Then press the * key once and enter (e.g.): 44 for England, your STD code without the 0 and your telephone number.
If you wish to add a pause between the STD code and the subscriber number press: PAUSE ('-').

TEL= +44-123-3123-5566

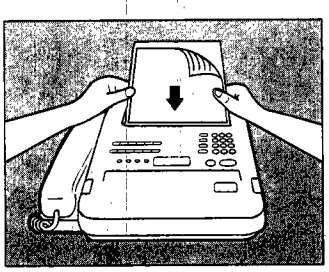
●

Is the telephone number correct?
Confirm with YES.

Polling

If your fax machine is set to 'FAX' or TEL/FAX mode you can receive messages even when you are out. The polling feature gives a caller the possibility of calling up and taking the document which you have loaded into your fax machine and reserved for him.

Reserve polling with or without security codes.



Load the document which you wish to have polled, in the document feeder.

STD NORMAL FAX

FUNCTION Press FUNCTION

LISTS? NO

ABB. NUMBER ENTRY? NO

INSTALLATION (FAX) ? NO

OPTIONS?

SET TX TIME? NO

SET POLLING?

SET SECURITY CODE?

Now you have to decide:
You wish to protect your document from unauthorized callers?
Then confirm with YES.

Your "security" is the fax number of the authorized caller and/or a four digit security code.*(if this code is programmed)

TEL=987654

Enter the telephone number now. E.g.

YES

Confirm the number which authorizes the reserved document to be called up.

SET SECURITY CODE

NO

NO?
means that every caller has access to your document.

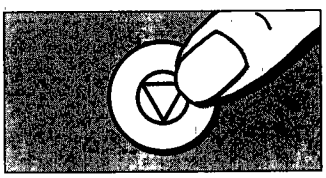
06.10.93 FAX

Polling is now activated. Your fax machine returns to the standby mode.

* The 4-digit security code can only be used if your partner also has a TOSHIBA fax machine with a compatible function. Read page 21 to find out how to determine this code.

Defining the "telephone number as security" means that the fax machine whose number is stored can call up reserved messages.
If a document is ready on call in your fax machine, you cannot send any other fax messages.

How to cancel polling transmission



This is done simply by pressing the RESET-key.

ARE YOU SURE?

The enquiry appears on the display:

YES

If yes, confirm with YES.

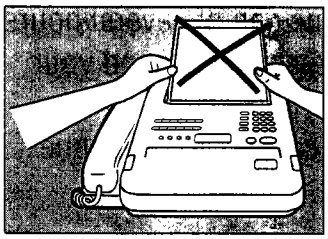
JOB CANCELLED

06.10.93 FAX

Then your fax machine returns to the standby mode:

Polling reception

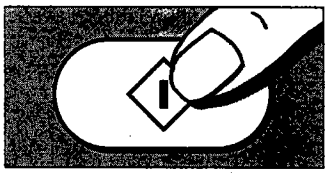
You too can call up reserved messages from another fax machine. Here´s how:



There must be no documents loaded in the document feeder of your fax machine. Otherwise this document will be sent after dialling.

789987

Dial
the remote fax number.



Press START

DIALLING

Your fax machine reports all steps performed until the document your are calling up is received.

789987

DIALLING COMPLETED

ON LINE

The reserved document is now printed out ...
... or the message OPERATION ERROR appears if the sender has programmed a security code.

Programmed security: the 4-digit code

Whether you are protecting a document from unauthorized callers or wish to call up protected documents, which are reserved only for you. You must check whether this 4-digit code is compatible with the remote party. This is how it works:

06.10.93 FAX

On the display: the standby mode.

FUNCTION

Press FUNCTION...

LISTS? NO

ABB. NUMBER ENTRY? NO

INSTALLATION (FAX)? ●

...until the required suggestion appears on the screen.

SET TERMINAL I D? NO

EX. TYPE= 000000_ ●

SET DATE & TIME ●

SET CALL TIME? NO

SET REMOTE RECEIVE? NO

SET TAD TIMER? NO

SET AUTO JOURNAL? NO

SPEAKER VOLUME? NO

MERCURY? NO

SET PRIVILEGED RX? NO

SET SECURITY CODE?

If you wish to modify or delete the security code?
Then type NO here. Then you can enter a new one.

●

54321

Enter the 4-digit code on the dial keypad.

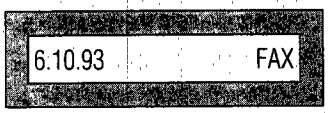
●

And confirm with YES.

Take your time

As long as the telephone is ringing, you can take the call or fax message yourself. After the pre-set time (between 0 and 9 rings), the fax machine accepts the call and records the messages.
Take care!:
If you select a very long ring-delay, the caller may think your fax machine is not switched on.

How to set the ring-delay (for machines with integrated handset)



The display shows:

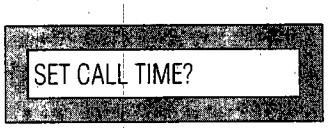
FUNCTION

Press FUNCTION and the first suggestion from the main menu appears on the display.

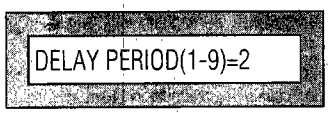
LISTS? NO
ABB. NUMBER ENTRY? NO

Reject until the required suggestion appears on the control screen

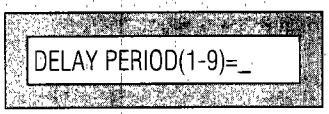
INSTALLATION (FAX)? YES — Confirm...
SET TERMINAL I D? NO — Reject...
EX. TYPE= 000000_ YES — Confirm...
SET DATE & TIME? NO — Reject...



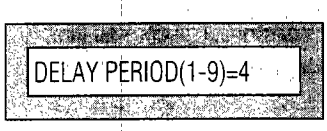
YES — Confirm...



NO — Only if you agree with the preset time, confirm with YES.



Enter the required number using the DIAL KEYPAD, e.g. 4...



YES ...and confirm with YES.

You can transmit at any time

There are messages which are better sent during the night. For overseas connections, for example, you can simply bridge a time gap of several hours by programming your fax machine to send your message at a specific time. This can also contribute to considerable savings in telephone charges.

Delayed transmission

Load the document
The display shows the standard display for resolution and contrast.

FUNCTION

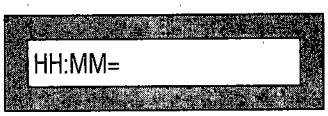
When you press FUNCTION you see:

LISTS? NO
ABB. NUMBER ENTRY? NO
INSTALLATION (FAX)? NO

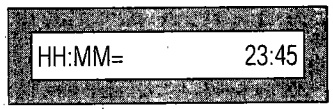
YES

Confirm with YES
The next question to appear is

YES

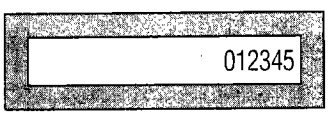


Enter the time
at which the fax should be sent e.g.: 11:45 p.m. Enter **2345.**



Confirm transmission time with YES
Your fax will be sent at 11:45 p.m.

YES



Now enter the receiver´s number and press START. (ABB./ONE - TOUCH or Key-Pad)

Your fax machine can give reports

Your machine will record all fax messages which you transmit or receive in the form of transmission and reception journals. These lists are automatically (see next page for details) printed out after every 10 transmissions or receptions or at your request:

When you press FUNCTION, you see:

FUNCTION

LISTS?

Confirm with YES

JOURNAL?

Confirm with YES and the print out follows.

PRINT OUT

Apart from the date and time, the journals give other important information.

RECEPTION-JOURNAL

TIME : 23.01.93 15:07
TEL NUMBER : +49-2131-158341
NAME : TOSHIBA EUROPA

NBR	DATE	TIME	DURATION	PGS	FROM	MODE		STATUS
117	23.01	14:14	00/53	01	+492131158550	HS	00	OK
118	23.01	14:21	01/00	01	+44932852977	HS	00	OK
119	23.01	14:23	00/47	01	+31104470901	HS	00	NG 84
120	23.01	14:26	01/00	01	+492131158280	HS	00	OK
121	23.01	14:27	00/59	01	+44932852977	HS	00	OK
122	23.01	14:33	01/19	02	+3924822182210	HS	00	OK
123	23.01	14:38	00/51	01	+492131158222	G3	00	OK
124	23.01	14:55	00/47	01	+3142048752	HS	00	OK
125	23.01	15:00	00/49	01	+49223663248	HS	00	OK
126	23.01	15:04	00/46	01	+49428541	HS	00	OK

TRANSMISSION-JOURNAL

TIME : 23.01.93 15:07
TEL NUMBER : +49-2131-158341
NAME : TOSHIBA EUROPA

NBR	DATE	TIME	DURATION	PGS	TO	MODE		STATUS
115	23.01	14:18	00/49	01	+31104470901	HS	00	OK
116	23.01	14:20	00/38	01	+31104470901	HS	00	OK
117	23.01	14:30	00/33	01	+33142046491	HS	00	OK
118	23.01	14:42	00/34	01	+3924822182210	HS	00	OK
119	23.01	14:44	00/43	01	+492131158222	G3	00	OK
120	23.01	14:54	00/42	01	+492131158550	HS	00	OK
121	23.01	14:56	00/23	01	+3142048752	HS	00	NG 84
122	23.01	14:57	00/51	01	+3142048752	HS	00	OK
123	23.01	15:01	01/15	02	+49223663248	HS	00	OK
124	23.01	15:05	00/52	01	+49428541	HS	00	OK

NBR:
Lists the communications in the order they occurred.

TO or **FROM:**
Gives ID or telephone number of the remote party.

DURATION:
Gives the length of each communication in minutes and seconds.

MODE:
Indicates the type of communication
HS: High Speed communication, only possible between TOSHIBA machines
G 3: Communication in standard group 3 operational mode.
P: Documents were sent/received by polling

PGS:
Gives the number of pages sent or received for each communication.

STATUS: (of communication)
OK means successful
NG stands for communication error See: error codes

You can switch off this automatic function and have reports printed only on request. This is how it works:

FUNCTION opens the main menu.

FUNCTION

Reject until the required suggestion appears on the screen.

LISTS? NO

ABB. NUMBER ENTRY? NO

INSTALLATION (FAX)?

YES

SET TERMINAL I D? NO

EX. TYPE= 000000_ NO

SET TIME & DATE NO

SET CALL TIME? NO

SET REMOTE RECEIVE NO

AUTO: NO

SET JOURNAL?

YES

ON?

Confirm with Yes if you want journals printed automatically. YES

If not, answer NO. NO

How to print out a list of your stored numbers

FUNCTION

When you press FUNCTION, you see

LISTS?

Confirm with YES...

JOURNAL?

(NO) Reject with NO...

TELPHONE NBRS LIST?

Confirm with YES...

PRINT OUT

and the print out follows:

```
* TELEPHONE NUMBERS LIST *

                                TIME       : 23.01.93 14:00
                                TEL NUMBER : +49-2131-158341
                                NAME       : TOSHIBA EUROPA

ABBREVIATED TEL NUMBER INFORMATION

ABB.NBR  NAME                  TEL NUMBER
  01     TOSHIBA UK            *0044932852977
  02     TOSHIBA ITALIA        *0039248218210
  03     TOSHIBA DEUTSCHLAND   *004921311373B0
  04     TOSHIBA ESPANA        *003434193362
  05     TOSHIBA FRANCE        *0033142046491
  06     TOSHIBA BENELUX       *0031104470901
  07     TOSHIBA BELGIUM       *003227358317
```

The Function List: Information on the system control

The Function List: Information on the system control settings on your machine

FUNCTION

When you press FUNCTION, you see

LISTS?

Confirm with YES...

JOURNAL?

(NO) Reject with NO...

TELPHONE NBRS LIST?

(NO) Reject with NO...

FUNCTION LIST?

Confirm with YES...

PRINT OUT

and the print out follows:

```
FUNCTION LIST

                                TIME       : 23.01.93 13:45
                                TEL NUMBER : +49-2131-158341
                                NAME       : TOSHIBA EUROPA

. CALL TIME                     : 1
. REMOTE RECEIVE                : OFF
. JOURNAL
    AUTO                        : ON
. VOLUME
    MONITOR LEVEL               : 1
    RINGER LEVEL                : 1
. TTI                           : ON
. PRIVILEGED RX                 : OFF
. SECURITY CODE                 : 1234
. REMOTE                        : OFF
. EX.TYPE
    AUTFUN                      : 111122
    ACC.DIGIT      1            : 0
    ACC.DIGIT      2            :
    ACC.DIGIT      3            :
. EX.TYPE 2
    AUTFUN 2                    : 0
    ACC.DIGIT      4            :
    ACC.DIGIT      5            :
    ACC.DIGIT      6            :
  TOTAL PAGE
    SCAN                        : 000206
    PRINT                       : 000436
```

Your Service Hot Line

You can test the important functions of your fax machine yourself.

Test the key functions:

Press the FUNCTION key followed by:

LISTS? NO

ABB. NUMBER ENTRY? NO

INSTALLATION (FAX)? NO

OPTIONS? NO

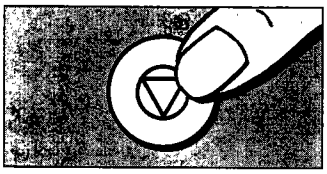
TEST?

Press YES ●

OPE PANEL TEST?

If you press YES to confirm, ●
a flashing test display will appear.

Test the key functions:
By pressing the key, the name of the key will appear on the screen (partly abbreviated).



06.10.93 FAX

Test the thermal printer

Press the FUNCTION key followed by:

LISTS? NO

ABB. NUMBER ENTRY? NO

INSTALLATION (FAX)? NO

OPTIONS? NO

TEST?

Press YES ●

OPE PANEL TEST?

NO

PRINT HEAD TEST?

●

PRINTING

Printer OK?
Your machine prints the black and grey field as well as the head information.

Diagnostics and remote setting over the telephone

Your service technician can test your machine and set it correctly without having to come to your office: You can allow the corresponding function via the Test Menu. Setting for remote support press the FUNCTION-Key followed by:

FUNCTION

LISTS? NO

ABB. NUMBER ENTRY? NO

INSTALLATION (FAX)? NO

OPTIONS? NO

TEST?

●

OPE PANEL TEST?

NO

PRINT HEAD TEST?

NO

REMOTE?

●

ON?

Confirm with YES ●

After remote service is completed, switch back to NO so that no unauthorized parties have access to your machine´s operational data.

To prevent your serviceman coming for nothing...

It can happen: Your fax machine reports an operating error or fails to perform the required function. Before you make an unnecessary call on your service technician, take your time and see if you can help yourself. This checklist will help you recognize and eliminate errors.

Message on the display	possible causes ...	... and solutions
PUT IN DOCUMENT		Load document.
NUMBER NOT LISTED	There is no telephone number stored on this abbreviated number or One Touch Key.	Enter the number or try another abbreviated number/ One Touch Key.
NOT ALLOWED NOW	The function is being used.	Follow the correct produce to use the function.
DOCUMENT JAM	Documents have jammed in the document feeder.	Press STOP. Eliminate the error (page 29).
PAPER EMPTY		Insert a new roll of recording paper (see page 7).
COMMUNICATION ERROR	The transmission of your document failed.	Try to send the document again using manual dialling. If the problem continues, check with your telephone repair for any fault on the line.
OPERATION ERROR	You are trying to enter incorrect data.	Enter a correct data.
TPH OVERHEAT	When the thermal print head (TPH) overheats, your machine is temporarily switched off.	Wait a few minutes until the print head has cooled down and your machine is in the standby mode again.
LINE BUSY	A connection with the required number could not be established during all automatic redial operations.	Press STOP and send the documents later.
POWER FAILURE	Your machine reports a power failure.	Press STOP. Your machine should be ready to send and receive again.
COVER OPEN		Close the cover and press START.

If you cannot solve the problems as described here, please contact your TOSHIBA dealer or service technician directly.

Transmission problems	possible causes ...	... and solutions
Your document is not automatically pulled into the feeder.	Your machine displays an error.	If the display gives an error message, clear the fault and delete the display with STOP.
	The display is blank.	Check there is power to the machine The machine must be switched on. (See page 7)
	Document size or thickness of paper are not acceptable.	Use acceptable documents only. (See page 13)
	The operator control panel is not firmly locked.	Close the cover. It should be firmly locked in place on both sides.
When you press START, ON LINE does not appear on the display.	You replaced the receiver before pressing START.	Try again. Replace the receiver only when you have pressed START.
The document is damaged during sending or copying.	The document guides are not properly adjusted to the paper size.	Adjust the document guides accordingly.
	The operator control panel is not firmly closed.	Close the cover. Ensure that both sides of the cover are firmly locked in place.
	There is an obstruction in the document path.	Remove the obstruction.
Your fax machine performed transmission correctly but the message was not received by the receiver.	The other machine is out of paper.	Ask the receiver to put paper in his machine.
The receiver received a blank sheet instead of the document sent.	You loaded your document in the machine with the image face up.	Send your document again: The image must be facedown on your document feeder.
	The remote parties paper is incorrectly loaded.	Ask the remote party to load paper correctly.
The receiver reports: The document transmitted is difficult to read.	Your machine´s document reader is dirty or damaged.	Make a copy of your document on your fax machine. If your copy is also difficult to read, clean the document reader.
	RESOLUTION and CONTRAST are not set correctly.	Make a copy on your fax machine and adjust the settings to your document. You can also improve document quality: by making the print on the photocopy darker, enlarging or reducing. Then send again.
	The telephone connection is poor.	Redial. You may get a better connection.
Abbreviated or one-touch dialling do not work.	Abbreviated or one-touch dialling number is not correctly stored.	Check and correct stored numbers.

If you cannot solve the problems as described here, please contact your TOSHIBA dealer or service technician directly.

To prevent your serviceman coming for nothing...

Reception problems	possible causes ...	... and solutions
You press START to receive a document. But you receive nothing.	You have an error displayed.	If the display shows an error message, eliminate the fault and delete the display with STOP.
	There is still a document in the feeder.	Press STOP and remove the document.
	The display is blank.	Check there is power to the machine. The machine must be switched on. (See page 7)
	Your fax machine is set in manual receiving mode and you replaced the handset before pressing START.	When receiving the next fax, be sure to replace the handset only after you have pressed START.
	The operator control panel is not closed.	Close the cover. Both sides of the cover must be firmly locked in place.
	The receiver´s machine is not compatible with your machine.	Check whether the receiving machine is CCITT group 3 compatible. If so, try retransmitting.
Your recording paper is not fed out.	The operator control panel is not closed.	Close the cover. Both sides of the cover must be firmly locked in place.
	The recording paper in your machine is jammed.	Remove the jammed paper. (See page 29)
You have inserted a new roll of recording paper but the display reports: PAPER EMPTY.	Your recording paper is not correctly inserted.	A description on how to insert the paper correctly is given on page 7.
The document received is difficult to read.	Document quality is poor.	Ask the sender to reset the resolution and contrast or improve the quality of the document e.g. by making the print on the photocopy darker, enlarging or reducing. Then have it sent again.
	The telephone connection is poor.	Ask the sender to transmit the document again.
You receive a completely blank document.	Your recording paper is inserted upside down.	Insert the roll of paper as described on page 7.
	The sender made a mistake when loading the document.	Check whether the sender loaded in the correct manner.
The document received is partially printed.	The operator control panel of your fax machine is not closed properly on both sides.	Close the cover. Both sides of the cover must be firmly locked in place.

If you cannot solve the problems as described here, please contact your TOSHIBA dealer or service technician directly.

Reprogramming

Please follow the steps shown below if you wish to reprogramme OTK 12.

ACCESS CODE

Press the following keys

FUNCTION

NO
NO
●
NO
●
NO
NO
NO
NO
NO

Machine displays

MERCURY ?

Press YES ●

Machine displays

ACCESS CODE ?

Press YES ●

Machine displays

131-

Press NO NO

Type in the new ACCESS CODE and PAUSE. The PAUSE is required so that the machine can detect Mercury dial tone.
Press YES then STOP

AUTHORISATION CODE

Follow steps 1 & 2 of reprogramming the Mercury Button explained above.

Machine displays

ACCESS CODE ?

Press NO ●

Machine displays

AUTH. CODE ?

Press YES ●

Machine displays

ALREADY ASSIGNED

For approximately 2 secs.

CANCEL

Press YES then NO. Follows steps 1 and 2 above.

Machine displays

AUTH. CODE ?

Press YES ●

Type in via keypad the 10 digit PIN issued by Mercury (part 1 followed by part 2) press YES then RESET

Type Exchange

There are parameters to be set for the access to the telephone line.
To programm these parameters follows the coming instruction.

FUNCTION

NO
NO
●
NO

EX. TYPE= 000000_

Press NO three times to delete all the numbers and enter the necessary settings.

0 0 0 0 0 0

DP (Dial-Pulse) 0
MF (Multi-Frequence) 1

Notice For Connection to the Telecommunication System

TOSHIBA TF P21

This TOSHIBA Facsimile transceiver has been **approved** for connection to Telecomunication systems specified in the instructions for use subject to the conditions set out in them.

2. This apparatus has been approved for the use of the following facilities.

a) Storage of telephone numbers for retrieval by a predetermined code. (If problems occur, verfify stored number).
b) Automatic Call initiation.
c) Operation in the presence or absence of Initial Proceed Indication.
d) Automatic Dialling Facilities.
e) Automatic Storage of Last Number Dialled
f) Automatic Repeat Attempt Facilities.
g) Auto Clear from the call originating end.
h) Simple telephone
i) Modem.

Any other usage will invalidate the approval of the apparatus if as a result, it then ceases to conform to the standards against which approval was granted.

3. To use the TF P21 in the absence of Initial Proceed Indication your supplier should be consulted to arrange for necessary adjustment by a qualified technician.

4. The connection to the telecommunication systems must be unplugged before the earth is disconnected. The connection to the telecommunication systems must not be hardwired.

5. This apparatus may be used on telecommunication systems employing loop-disconnect or MF signalling.

6. This apparatus is not suitable as an extension to a payphone for use on shared service lines or for use use on 1+1 carrier systems.

7. The approval of this modem for connection to the British telecom public switched telephone network is **invalidated** if the apparatus is subject to any modification in any material way not authorized by BABT or it is used with or connected to:

a) internal software that has not been formally accepted by BABT or
b) external control software or external control apparatus which causes the operation of the modem or associated call set up equipment to contravene the requirements of the standard set out in BABT/SITS/82/005S/D.

All apparatus connected to this modem and thereby connected directly or indirectly to telecommunication sytems must be approved apparatus as defined in Section 22 of the British Telecommunication Act 1984.

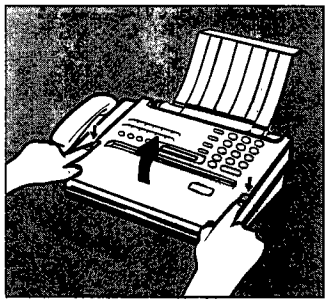
8. The Ringer Equivalents Number (REN) is 3
The REN is a customer guide indicating approximately the maximum number of items of apparatus that should be connected simultaneously to the line.

The sum of the RENs of the individual items should not exceed 4. The REN value of a BT telephone is assumed to be 1 useless otherwise marked.

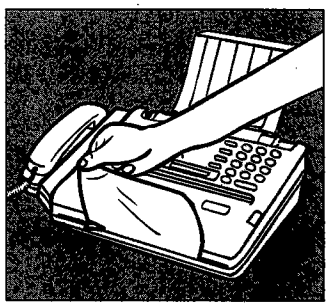
Only one telephone and the facsimile machine should be connected to the line. Any telephone connected should comply with BS6301

9. Safety Warning
The interconnection directly or by way of other apparatus, of ports marked **warning**. Connect only apparatus compying with BS 6301 to this/these port/s or **safety warning**. See instructions for use with ports marked or not so marked may produce hazardous conditions on the network and advice should be obtained from a competent engineer before such a connection is made.

How to clear a document jam

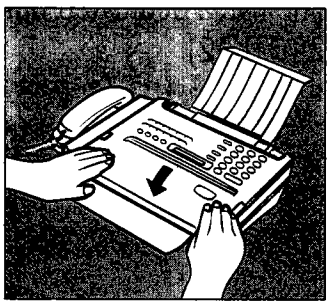


Open the operator control panel
Press down the release buttons, as shown: The operator control panel opens.

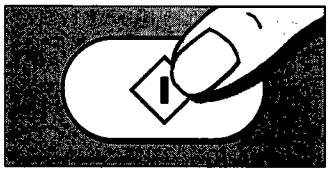


Remove the jammed document
Remove the jammed document from your fax machine. Then, pull a few centimetres of the recording paper out of the machine.

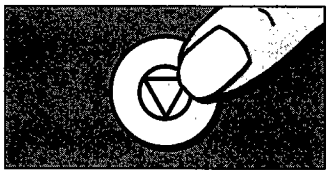
Do not try to send the jammed document again. Take a photocopy and send this instead.



Close the operator panel
Press the cover down firmly on both sides until you hear it lock in place.
If the machine is not properly closed, you will hear a signal tone



Press START
The recording paper is now fed out.

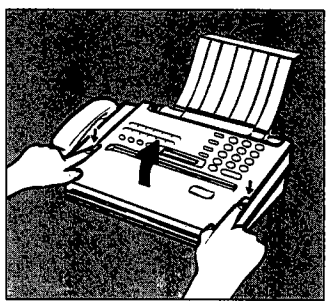


Tear this off and delete the error message on the display by pressing

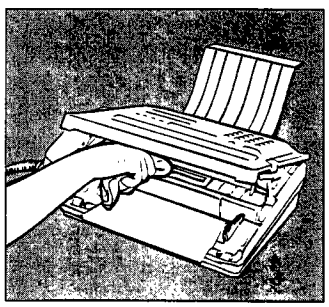
Your fax machine is now back in the standby mode.

From time to time: Clean housing and document reader

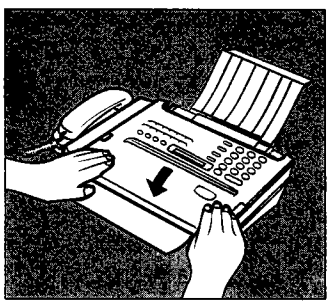
If documents transmitted are difficult to read, then document reader has to be cleaned. You can easily tell when: Make a copy of the document on your fax machine and compare the copy with the original. Never use abrasive materials to clean your fax machine – they could damage your fax machine.



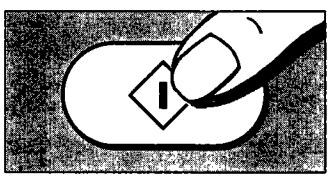
Open the operator control panel
First: Turn off the line voltage. Then press down the release buttons, as shown.
The operator control panel opens.



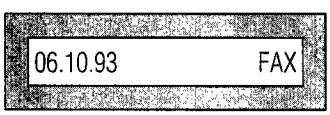
Carefully wipe the glass panel
Use a soft, slightly moist cloth and then wipe off with a dry cloth. Pull a few centimetres of the recording paper out of the machine before you...



...close the cover again
Press down the cover until you hear it lock. Ensure that the cover is closed on both sides.



Turn on the line voltage again and press START.
Tear off any excess paper.



Your fax machine is now back in the standby mode.

Programming Mercury Button

The TF P21 facsimile machine has a dedicated button for connection to the Mercury 2300 Service, this button is One Touch Key 12 (OTK12)

To apply for the Mercury´s 2300 Service simply complete and return the enclosed application form. If you require any further information you can call Mercury Custumer Assistance on 0500 500194 free of charge.

Programming the Mercury Button

After you apply for Mercury´s 2300 Service you will receive a Mercury PIN code in two separate parts.

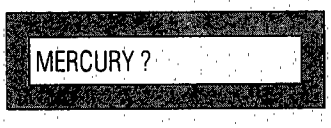
The PIN code, which is similar to a bank code, identifies you as a Mercury customer and will need to be stored under OTK 12, the Mercury button.

Please follow the steps shown below to programme OTK 12 before attempting to send documents through the Mercury network. Press the following keys

FUNCTION

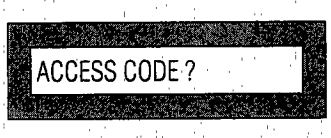
NO
NO
YES
NO
YES
NO
NO
NO
NO
NO

Machine displays

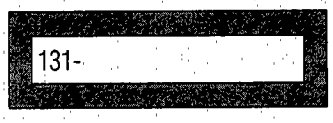


Press YES,

Machine displays



Press YES, then type in via the keypad the following:



Press YES

The pause is required so that the machine can detect Mercury dial tone.

Note:
If the machine is on a PBX extension then the digit 9 may be required before 131-.

Machine displays

type in via the keypad the 10 digit PIN issued by Mercury (part 1 followed by part 2), press YES then STOP. The mashines is now to be used via Mercury 2300 Service.

To check if the PIN code has been programmed correctly, pick up the handset, wait for a dial tone, then press O.T.K. 12. The machine will access the Mercury network and M will flash in the display. Once M stops flashing (dial if applicable the 2 or 3 digit Cost Centre Code*) the dial 1500. This call is free of charge. You should be connected, after a few seconds, to a recorded-message welcoming you to the Mercury network.
If programming has not been successful, try reprogramming the Mercury button. If you still have difficulty, please contact Mercury Customer Assistance on 0500 500193 (free of charge, 24 hours a day).

Transmission via Mercury

Load document face down in the stacker.

Press OTK 12
The machine displays

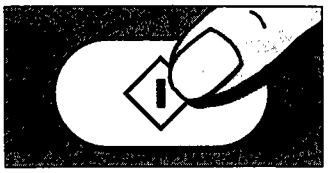
Dial Cost Centre Code if applicable. *
*Cost Centre Code.

Cost Cnetre Code are selectable on your Mercury order form. By keying in any code number (either 2 or 3 digits - except 999) before dialling each and every call, businesses can allocate calls to different jobs, or resdential users can see who is responsible for each call.

Enter Fax Number required.

This can be done by either entering number via keypad or by pressing another OTK or by ABB No.

Press START.



The machine will then access the Mercury Network and M will flash in the display shown below:

Once the machine has detected Mercury dial tone M will stop flashing and the machine will then dial the Fax Number required and hence send the document

Glossary

You'll find a description of all functions at a glance

Abbreviated Dialling		15, 17
	One Touch Dialling	15, 17
Cleaning the Fax Machine		
	Improving Transmission Quality	
Clearing a Document Jam		29
Connecting your Fax Machine		7
Delayed Transmission		22
Document Quality		13
	Handling Documents	13
	Copying	13,18
Exchange Type		31
Function Displays		9
Installation		6
Mercury 2300 Service		30, 31
Notice for UK Users		32
Polling		20, 21
Resolution and Contrast		18
Sending a Message		
	Brief Description	8
Setting the Machine		
	Menu Selection:	10
	Language	10
Setting the Ring-Delay		22
Standard Settings		
	Date and Time	11
	Receiving Fax Messages	12
	Cancelling Reception	12
	Call Request	12
Standard Dialling Procedures		14
	Interrupt Call	14
	Automatic Redial	14
Storing Numbers and Names		15
	Modifying and Deleting abbreviated Numbers	16
Terminal ID		19
Test Mode		25
	Service over the Telephone	25
Trouble Shooting		26, 27, 28
Unpacking		6
Useful Lists		
	Transmission and Reception Journal	23
	Telephone Number List	24
	Function List	24